

# CCC CALIFORNIA CONSERVATION CORPS

1719 24th Street, Sacramento, CA 95816



## Career Opportunity

*April 27, 2015*

- Do you want to make a positive, significant difference in the lives of citizens in communities throughout California?
- Do you want to directly improve the lives of citizens in the State of California through the implementation of vital environmental restoration projects?

Then the California Conservation Corps (CCC) has the job for you!

The CCC is a dynamic organization committed to developing young men and women by challenging them to complete a year of public service and conservation-related work. Employees of the CCC are leaders who inspire, educate and challenge young people to further their educational and professional goals.

If you are looking to work for a state department that demands excellence, inspires staff to do their best and protects and enhances the state's environment, we invite you to apply for a position with the California Conservation Corps, the finest youth Environmental Restoration, Education, Workforce Development program in the world.

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## CONSERVATIONIST II FULL TIME / LIMITED TERM (12 MONTHS)

### SALARY

\$4,115 - \$5,110

### FINAL FILING DATE

UNTIL FILLED

### POSITION LOCATION

LOS ANGELES

RPA #15-1200

### QUESTIONS ABOUT THE JOB

EDGAR LINO

(213) 744-2254

OR VISIT OUR WEBSITE:

[WWW.CCC.CA.GOV](http://WWW.CCC.CA.GOV)

### SEND APPLICATION TO

CALIFORNIA CONSERVATION CORPS

CIVIL SERVICE RECRUITMENT

1719 24TH STREET

SACRAMENTO, CA 95816

**Duties:** The Conservationist II position may coordinate and oversee the following activities:

**Corpsmember Initial Orientation Coordinator:** The CII coordinates the training and orientation of 10-25 new corpsmembers newly entering the CCC program. Ensure delivery of standard curriculum, coordinate trainers through internal and external means, deliver training, evaluate new corpsmember trainees and develop and mentor corpsmember leaders assisting in the delivery of training. Maintain training records.

**Corpsmember Education and Training Coordinator:** The CII ensures that educational assessments are completed for all corpsmembers at a CCC center and coordinates educational resources to meet the needs of corpsmembers. Ensures that all corpsmembers receive CCC core courses (Conservation Awareness and Career Development). Works with education delivery services to provide corpsmembers with a variety of opportunities. Coordinates the training of all corpsmembers at a CCC center, working with staff to assess training needs. Contracts with training providers and develops training schedules.

**Center Safety Officer:** Develop CCC center programs to reduce the number and severity of work-related injuries. Assist the facility and project managers to develop safe working strategies.

**Project Coordinator:** Coordinate resource conservation projects in rural and urban areas, often in remote areas of California. Assist in developing work contracts and act as lead over CCC crews. Schedule crews to perform work projects and coordinate logistics. Oversee small satellite operations. Maintain project contracting and completion records.

The young women and men of the Corps work hard protecting and restoring California's environment and responding to disasters, becoming stronger workers, citizens and individuals through their service.

**Procurement and Facility:** Monitor procurement activities for the Satellite. Process invoices for payment. Maintain accurate equipment and property inventory; perform physically inventory accountable equipment and property on an annual basis. Ensure that movement of equipment outside the center shall be strictly monitored by means of an efficient check out/in system.

Oversee maintenance of supplies inventories. Maintain a control system to ensure proper levels of all goods and supplies necessary for center operations. Ensure a re-order point on inventories is established for center office and housekeeping supplies and corpsmember uniforms and safety gear. Ensure safe storage of goods and materials and maintain a good key control system. Establish proper levels of supplies and equipment that will be maintained for use on field emergency operations; maintain proper storage systems for warehouse items. Maintain a records management unit for proper retention and disposition of center records. Develop and maintain a comprehensive vehicle maintenance program in accordance with the Department of General Services Fleet Administration.

**Desirable Qualifications:** Desire to make a significant, positive difference in the youth and environment of the State. A strong sense of the values of integrity, honor, loyalty and professionalism. Exhibit strength in character; respect the chain of command; possess unquestionable ethics; perform physically demanding work; demand excellence from others; and lead by example.

**Who May Apply:** Applicants currently at the Conservationist II level, or those who have eligibility for appointment or transfer to this classification. Training and Development (T&D) assignments may be considered.

Please indicate RPA #15-1200 in the job title section of your State application.